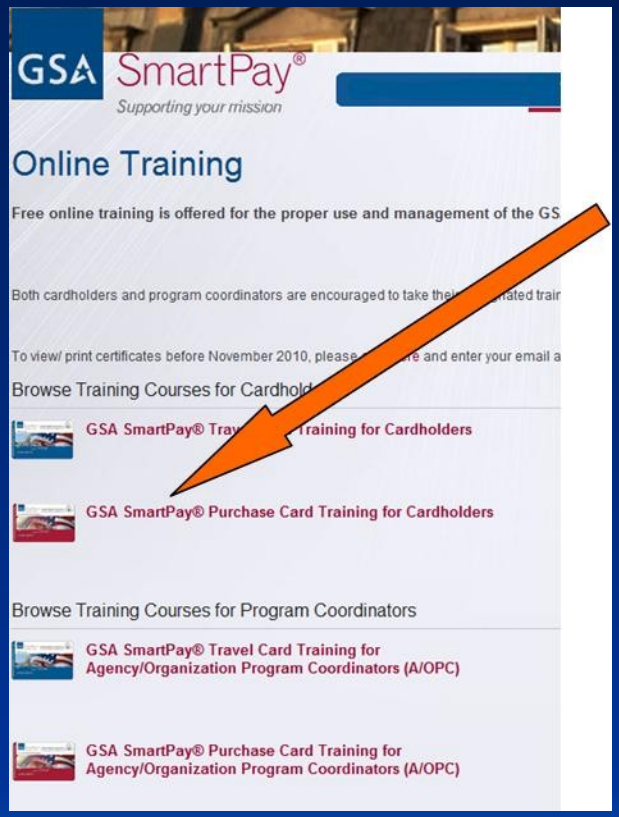
MICC Fort Sill Government Purchase Card Mandatory Training Requirements/Instructions

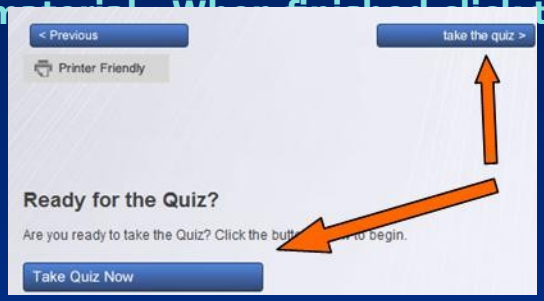
Training Requirements

- There are the mandatory training class requirements for the GPC program:
  - GSA SmartPay Purchase Card training (Card Holders Only)
  - DoD GPC Training thru Defense Acquisition University (DAU) web-based training
    - Class CLG001 –GPC training
    - Class CLM003 –Ethics training
    - Class CLG005 –PCOLS training
  - Fort Sill GPC training
  - ACCESS ON-LINE web-based training
  - COL Foundations (Billing Officials Only)
  - Fiscal Law (Billing Officials Only)

GSA SmartPay GPC Training


GSA SmartPay®
Supporting your mission
Online Training
Free online training is offered for the proper use and management of the GS
Both cardholders and program coordinators are encouraged to take the
To view/ print certificates before November 2010, please
and enter your email a
Browse Training Courses for Cardhold
GSA SmartPay® Tra
Training for Cardholders
GSA SmartPay® Purchase Card Training for Cardholders
Browse Training Courses for Program Coordinators
GSA SmartPay® Travel Card Training for Agency/Organization Program Coordinators (A/OPC)
GSA SmartPay® Purchase Card Training for Agency/Organization Program Coordinators (A/OPC)

- **1. Completion of On-line "GSA SmartPay® Purchase Card Training for Cardholders." (https://training.smartpay.gsa.gov)**
- **2. Click the appropriate training link, read the material, click the "Next" button to continue through the course material. When finished, click the "Take Quiz" button.**



3. Login for the quiz or register with the site, then take the quiz.

4. Save and or print your certificate, then send a copy to your Local APC in the Contracting Office

You passed the certification training! Print or save your certificate for this course using the buttons below. You can also access the certificate from your Training Dashboard.
Print Certificate
Download Certificate

For general information about the GSA SmartPay program or for escalated issues with the training website, please contact the GSA SmartPay program support team:
Phone: (703) 605-2808 E-mail: gsa_smartpay@gsa.gov.

Department of Defense (DOD) GPC Training

- Completion of On-line **DAU Class Requirements**
  - DoD Government Purchase Card Class CLG001
  - Overview of Acquisition Ethics Class CLM 003, and
  - PCOLS Class CLG005
- **Access the tutorial at Defense Acquisition University (DAU) website: https://www.atrrs.army.mil/channels/aitas**
- Apply for training. Then select category Civilian Army Acquisition Workforce or Military Army Workforce from the drop down list. Check one of the Sign-In Options, complete any required information and Logon.
- If you have not yet established a user profile you will be taken to the ATRRS Internet Training Application System Web page. Fill in the required information and click on the **Update Profile** button at the bottom of the page. Upon successful submission of your profile you will be able to follow the remaining steps.
- After you have logged-in, you come to a page where you select a training category. Select Continuous Learning.
- Select the **DOD Government Purchase Card – CLG001** course from the Course drop-down list.
- Press the **SEARCH** button.
- Complete the application.
- Click on the **SUBMIT THIS APPLICATION** button.
- Repeat the process to apply for classes CLM003 and Class CLG005 as needed.
- Your application will be forwarded to DAU for enrollment in their virtual campus. If you do not already have an account on the DAU virtual campus, one will be created for you. You will receive a welcome email from DAU

Department of Defense (DOD) GPC Training

- The training module is comprised of ten (10) lessons, includes periodic review questions and a post-test.
- Minimum test score requirement is100% and may be taken as many times as necessary to obtain this score.
- A “Certificate of Completion” is available (after completing survey) at the conclusion of a successful post-test.
- ***IMPORTANT: Provide a copy of “Certificate of Completion” of DoD GPC Training to DOC APC as verification of completion. Fax number (580)442-3819 or e-mail to doccrdc@conus.army.mil.***
- ***For assistance, contact the DAU HELP DESK at dauhelp@dau.mil or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. When calling in, select option 1 for DAU Virtual Campus Courses. The DAU HELP DESK is manned Monday through Friday, 0600-1800 EST.***

Fort Sill (Installation) GPC Training

- **This training requirement is fulfilled by viewing a PowerPoint presentation on the Fort Sill DOC webpage.**
- **http://sill-www.army.mil/USAG/DOC (then click the GPC link)**

- **Scroll down to "Training Links" and click the "Fort Sill Training" link.**

- **When you have finished the training material, follow the next link "Fort Sill Training Exam." The exam is 40 multiple choice and true and false questions: Use the following:**

  Name – *

  Password – *

  Full Name – enter your name

  Email Address – enter your e-mail address

*** You must call the GPC POC at 580-442-5229 to obtain the Name and Password**

- **In order to pass the exam, you must answer at least 80% of the questions correctly. All of the information needed to get a successful score on the exam is in the presentation. If you do not pass the test on the first try, you will receive an e-mail notification. You must then retake the test.**
- **If you pass the test, you will receive an e-mail notification with your exam score and test results.**

ACCESS ON-LINE Web-Based Training

- **Log in to ACCESS ON-LINE Web-Based Training @ https://wbt.access.usbank.com**

- **Register a new account, fill in all blanks,**
  - **for Organization Short Name use “Army.”**
  - **for User Type select “Government Cardholder.”**
  - **Click the “Register” link when finished.**

- **When you login:**
- **(1) Enter your registered email address**
- **(2) Enter your registered personal password**
- **(3) Enter the appropriate WBT password**

ACCESS WBT will recommend various training modules.
However, you must also add the following modules and be tested on them:
Order Management
Transaction Management
Account Approval Process

- **You must call the GPC POC at 580-442-5229 to obtain the WBT password**

ACCESS ON-LINE Web-Based Training

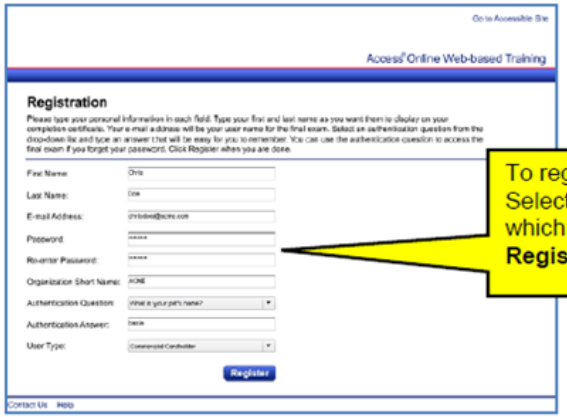
How do I register and log in to the WBT?

Click the **Go to Accessible Site** for accessible content.

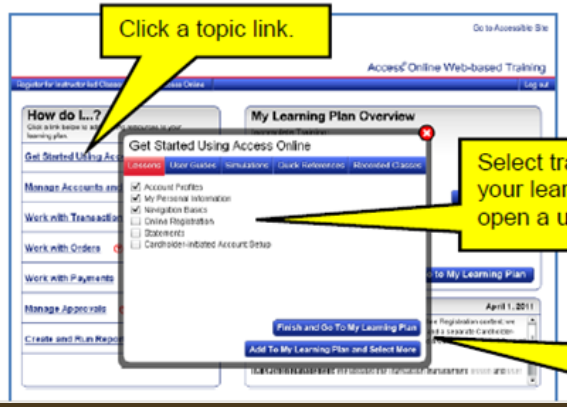
To access only training content, type the WBT password and click **Go**.

To create a learning plan and access certification, log in as a registered user. Type your email address, personal password, and WBT password. Click **Go!**

To register, click **Register Now!**



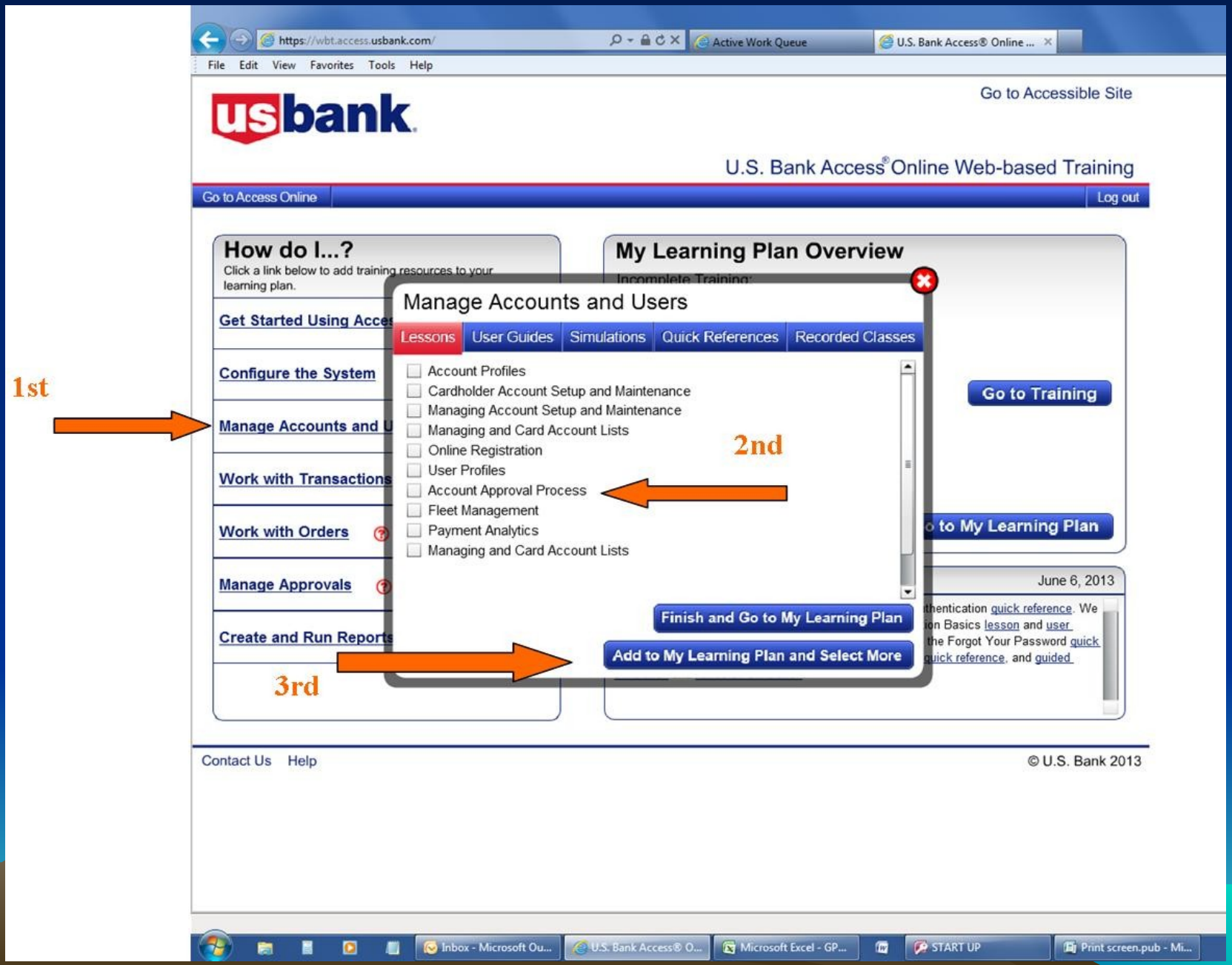
To register, specify information in every field. Select user type carefully, since it controls which lessons you have access to. Click **Register** when you are done.



Select training resources from each tab to build your learning plan or click a document link to open a user guide or quick reference right away.

Select to finish and go to your learning plan to start training. Or, add more resources from another topic.

ACCESS ON-LINE Web-Based Training



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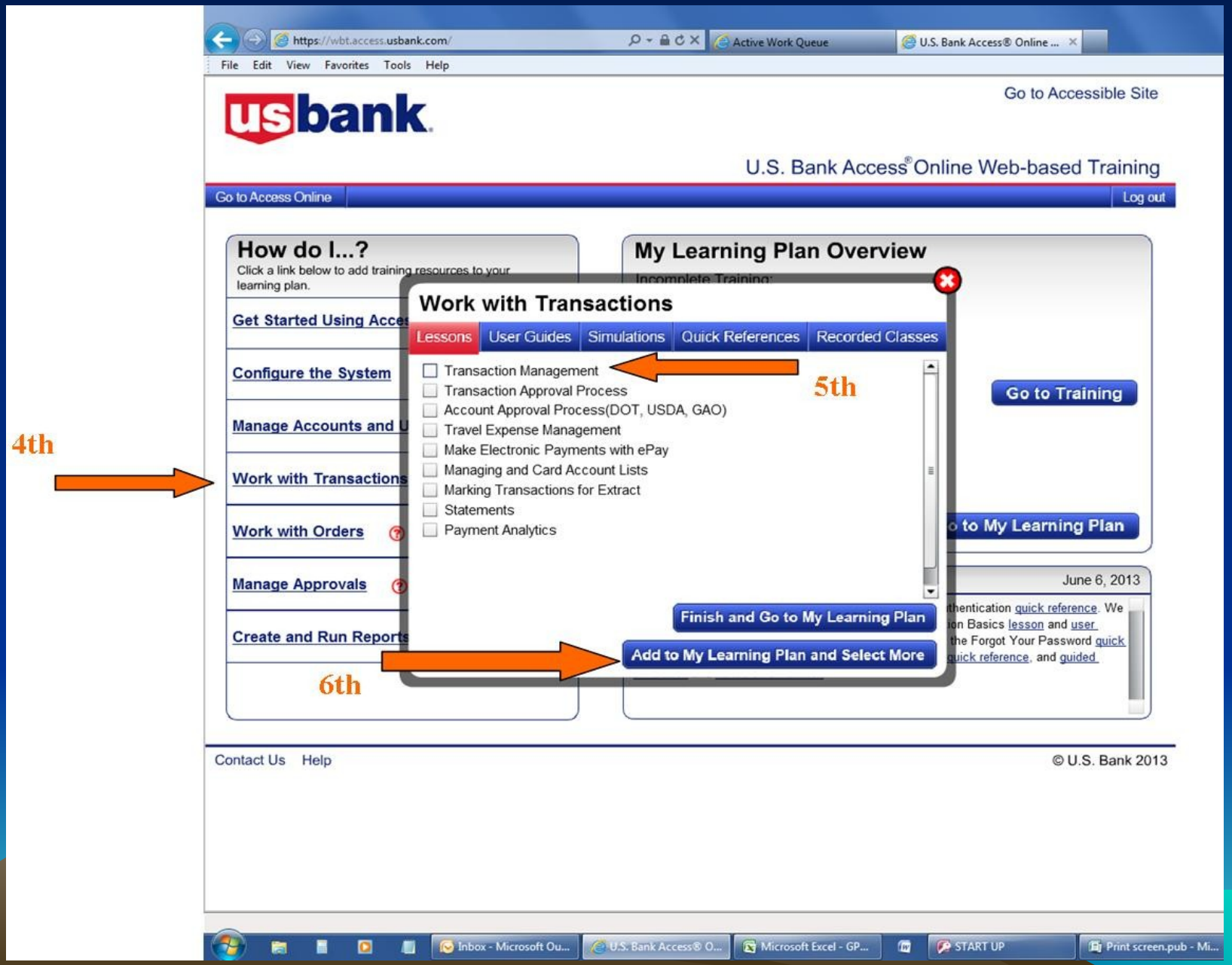

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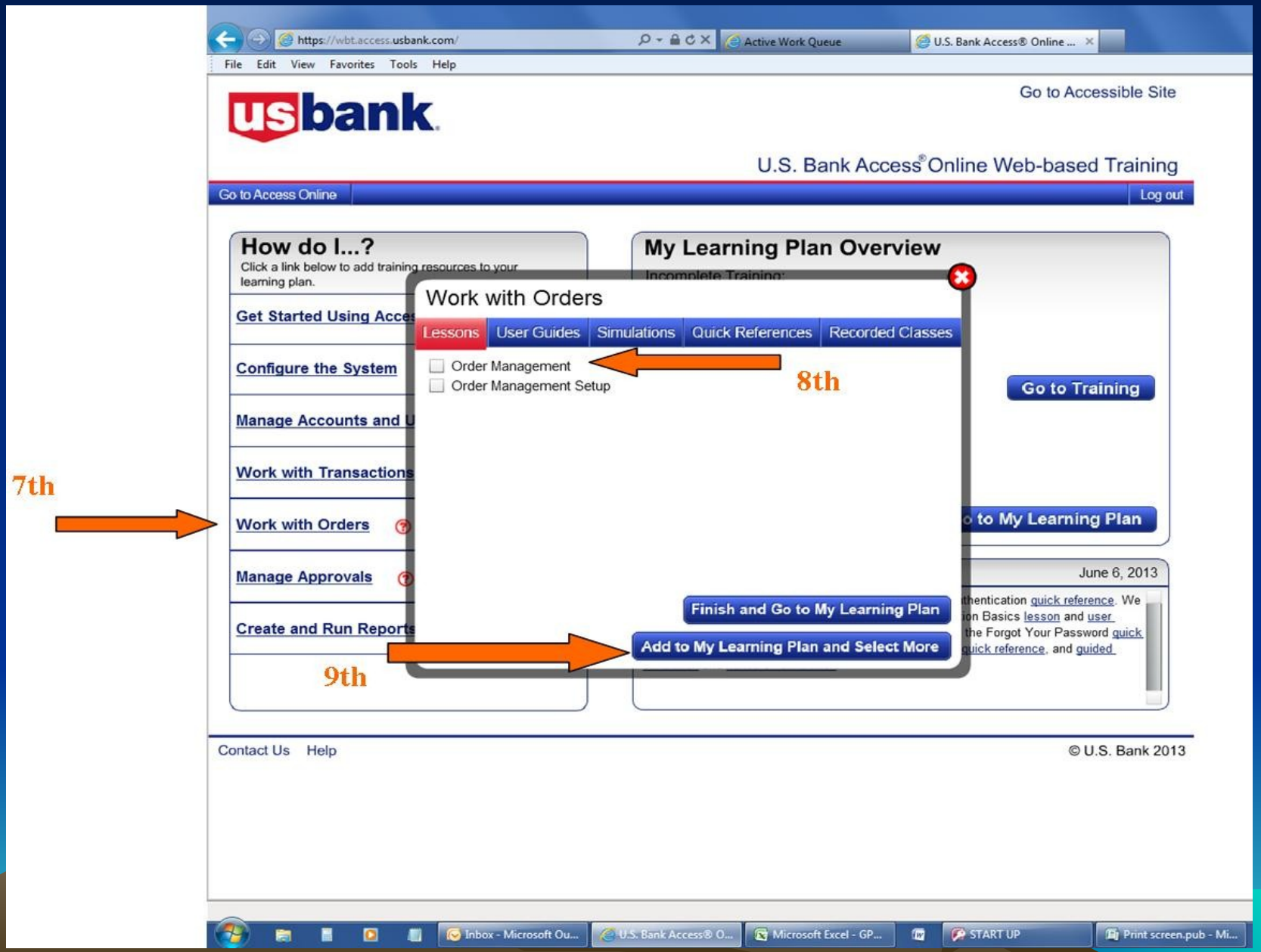
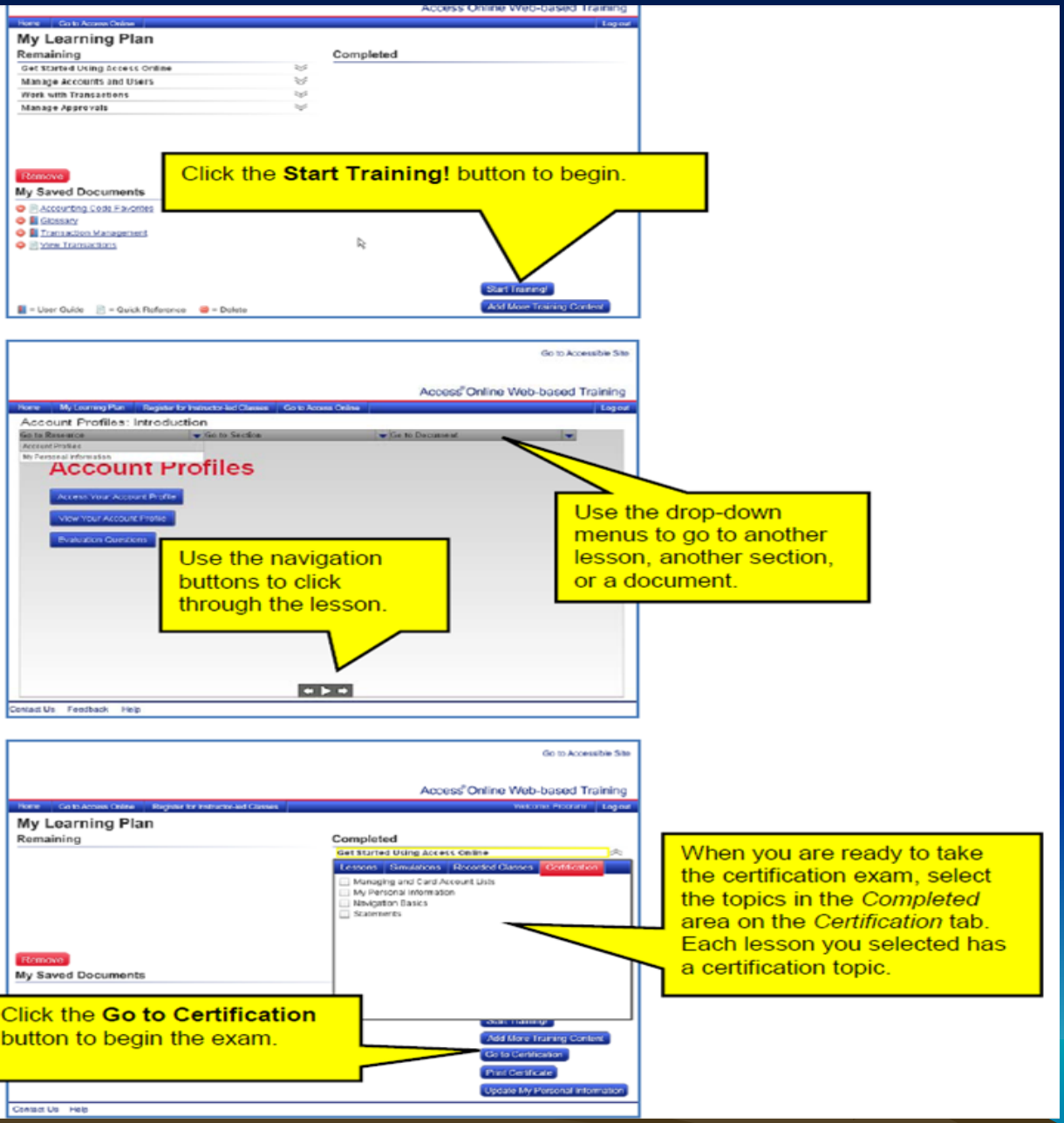


ACCESS ON-LINE Web-Based Training



Certifying Officer Legislation (COL) Training
COL Foundations Course

presented by

Defense Finance & Accounting Service - Enterprise Learning

Card holders skip this class! This is for Billing Officials (and their alternates)

- **This training requirement is fulfilled by viewing a PowerPoint presentation on the Fort Sill MICC webpage.**

  http://sill-www.army.mil/USAG/DOC (then click the GPC link)

- **Scroll down to "Training Links" and click the "Certifying Officer Legislation Training" link.**

- **When you have finished the training material, follow the next link "Certifying Officer Legislation Training Exam." The exam is 19 multiple choice and true and false questions: To login to the test site use the following (case sensitive):**

  Name – *
  Password – *
  Full Name – enter your name
  Email Address – enter your e-mail address

*** You must call the GPC POC at 580-442-5229 to obtain the Name and Password**

- **In order to pass the exam, you must answer at least 80% of the questions correctly. All of the information needed to get a successful score on the exam is in the presentation. If you do not pass the test on the first try, you will receive an e-mail notification. You must then retake the test.**
- **If you pass the test, you will receive an e-mail notification with your exam score and test results.**

Fiscal Law Training
Basic Fiscal Law Course

presented by
The United States Air Force

Card holders skip this class! This is for Billing Officials (and their alternates)

- **This training requirement is fulfilled by reading a PDF document on the Fort Sill MICC webpage.**
  - **http://sill-www.army.mil/USAG/DOC (then click the GPC link)**
- **Scroll down to "Training Links" and click the "Fiscal Law Training" link.**
- **When you have finished the training material, follow the next link "Fiscal Law Training Exam." The exam is 12 multiple choice and true and false questions: To login to the test site use the following (case sensitive):**
  Name – *
  Password – *
  Full Name – enter your name
  Email Address – enter your e-mail address

*** You must call the GPC POC at 580-442-5229 to obtain the Name and Password**

- **In order to pass the exam, you must answer at least 80% of the questions correctly. All of the information needed to get a successful score on the exam is in the presentation. If you do not pass the test on the first try, you will receive an e-mail notification. You must then retake the test.**
- **If you pass the test, you will receive an e-mail notification with your exam score and test results.**

Training Review Requirement

- ***IMPORTANT: Provide copies of all "Certificate of Completion" of all training (ACCESS ON-LINE Web-Based Training, DAU, GSA Smartpay) to DOC APC as verification of completion. Fax number (580)442-3819 or e-mail to usarmy.sill.acc-micc.mbx.credit-card-inbox@mail.mil.****
- ***Directorate of Contracting (DOC) Agency Program Coordinator (APC) will notify applicant of the Fort Sill Government Purchase Card (GPC) test results and coordinate submission applications through Organization Billing Official and Resource Manager by E-mail.***
- ***DOC GPC APC may be contacted by***
  - ***Phone: 580-442-5229***
  - ***FAX: 580-442-3819***